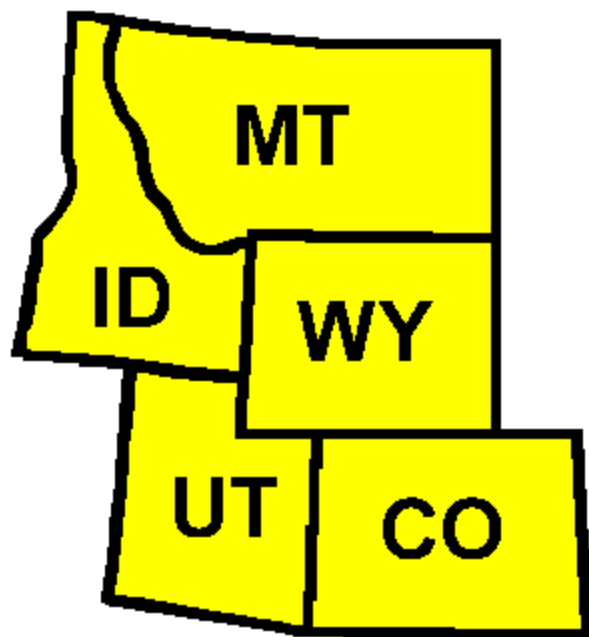


ROCKY MOUNTAIN REGION

CIVIL AIR PATROL

FINANCIAL PLAN



1 January 2002

1. General. This Financial Plan establishes standard policies and procedures for the administration, operation, auditing, and reporting of the Rocky Mountain Region - Civil Air Patrol funds in accordance with the Public Law 88-504 of the Congress of the United States, the Constitution and Bylaws of Civil Air Patrol, the 173 Series of Civil Air Patrol Regulations and the decisions of the Rocky Mountain Region Finance Committee. Rocky Mountain Region will maintain a uniform system of budgeting, accounting, and control, and will provide adequate oversight in it's control of all CAP funds. This plan may be amended, as necessary.

a. Definitions:

(1) **Region Finance Committee:** Committee that establishes all policies and procedures, in accordance with existing regulations. that govern financial management policy.

(2) **Fiscal Year:** 1 October thru 30 September.

(3) **Funds Administration.** Region funds will be administered by the Region Director of Finance as directed by the Region Commander.

(4) **Bank Accounts.** All region funds will be deposited in an account that is in a federally insured bank or savings institution. Bank accounts will require at least two signatures for withdrawal of funds. The Rocky Mountain Region presently maintains three bank accounts.

(a) General operating funds bank account

(b) A Rocky Mountain Region Professional Development bank account. The DSC/Professional Development is responsible for maintaining the checkbook for this bank account. This bank account is used to fund the activities of the following:

1 The Region Staff College (RSC)

2 The Region Chaplains College

3 Other senior activities as appropriate.

(c) A Rocky Mountain Region Cadet Programs bank account. The DSC/Cadet Programs is responsible for maintaining the checkbook for this bank account. This bank account is used to fund the activities of the following:

1 The Region Cadet Leadership School

2 The Region Cadet Competition

3 Other cadet activities as appropriate.

(5) **Certificates of Deposit (CDs).** CD's may be purchased from federally insured banks and/or other institutions,

(6) **Money Market Funds.** Money market funds may be used for long and short term savings.

2. Duties and Responsibilities:

a. Region Finance Committee: The Region Commander shall establish a Region Finance Committee. It shall be the responsibility of the Region Finance Committee to advise the Region Commander with respect to the administration of region funds in accordance with the provisions of this financial plan and CAP regulations.

(1) The Region Finance Committee will be composed of the following members

- (a) Region Commander
- (b) Director of Finance
- (c) at least two other officers.
- (d) The counterdrug officer, if applicable, shall sit in as an advisory for the portion of the budget development dealing with counterdrug funding.

(2) The Region Finance Committee establishes policies and procedures for budgeting, administering, accounting, and reporting region funds.

(3) The Region Finance Committee approves expenditure of funds over \$250, unless a recurring expense is already approved.

(4) The Region Finance Committee reviews and approves financial reports and audits prior to forwarding to CAPNHQ/FM

b. **Region Commander.** The region commander will assign members to the Region Finance Committee. A personnel authorization will be published as of 1 January of each year, assigning the members of the region finance committee as directed by the region commander. Assignment to the Region Finance Committee will expire on 31 December of each year. The Region Commander may reassign the same members as desired.

c. **Region Director of Finance:** Maintains the general funds account as directed below. Some of the below listed items will also apply to the accounts that are under the direct control of DSC/Professional Development and DSC/Cadet Programs

- (1) Maintains custody of region funds.
- (2) Maintains the general operating fund checking and savings accounts. All funds will be deposited in the name of "Rocky Mountain Region Civil Air Patrol".
- (3) Endorses checks, drafts or other instruments made payable to the Rocky Mountain Region and deposits receipts to the credit of the Rocky Mountain Region in the financial institution designated by the Region Finance Committee.
- (4) Signs receipts and vouchers for payments made.
- (5) Writes all checks for payment of Rocky Mountain Region obligations. Each check will be signed by at least two of the authorized signatories.
- (6) Maintains the region finance records as directed by Civil Air Patrol regulations entering full accounting of all monies received or paid out. All books of account will be kept open, at reasonable times, for the inspection of members having valid corporate reasons for inspection.
- (7) Renders periodic reports and accountings of all financial transactions to the Region Staff and/or Region Finance Committee as required.

(8) Prepares and delivers, to the Region Finance Committee, a full and complete report of all transactions for the preceding fiscal year as soon as practicable after receipt of the draft report of the external auditor.

(9) Observes the following minimum acceptable practices:

(a) For funds disbursed:

1 All expenditures will be made by check, which must be supported by an invoice or other evidence, properly approved. Use of a check copy, which can be attached to the supporting documents, is helpful and is recommended.

2 All checks will bear two signatures as prescribed in paragraph c(5), above. The two signatories will not be members of the same family.

3 Checks will not be made payable to "cash".

(b) For funds received:

1 All funds received will be deposited in the appropriate account in an expeditious manner.

2 Bank deposit slips must be supported by remittance advices or other evidence of the payment (photocopies of the items being deposited if no other advice is available).

3 Receipts in cash (where no copier is available) must be supported by a duplicate receipt, original copy to payer, duplicate copy attached to deposit slip.

(10) Audits the activities accounts at the end of each activity. The Director of Finance may task this audit to other qualified region staff members.

(11) The Director of Finance establishes and maintains the region annual budget.

(a) At the end of each fiscal year, the Director of Finance will distribute budget requests to region directors. These inputs are used to assist the Director of Finance in compiling the annual region budget for the next fiscal year.

(b) To the extent funds are available, and within the concepts of sound financial management, as determined by the finance committee, requests will be funded.

(c) The annual budget will be reviewed by the finance committee and after discussion and agreement will be submitted to the region commander for approval. The commander and finance committee members should keep in mind that the annual budget, as approved, has long-term effect on the financial position of the region.

d **Region Staff Officers.** Region staff officers will be responsible for funds management within their offices. Requests for reimbursements, requested by subordinates on RMR Form 174, will be approved by the specified staff officer.

(1) Upon request from the Director of Finance, each director will submit his/her annual budget estimates. Use prior year actual expenditures and other data that may be available to estimate the annual budget request.

(2) Budget estimates may be amended or revised at any time during the fiscal year, if circumstances warrant. Submit the requested addition to the Director of Finance for evaluation, possible approval, and funding.

3. Reports: The Region Director of Finance will prepare a report to the staff summarizing the annual financial statements of the Wings.

4. Audits:

a. Region financial records and statements will be audited by an internal auditor quarterly, or upon change of the Region Commander and/or Director of Finance. Audits may be performed by senior members of the unit when designated in writing by the Region Commander.

b. Audits of the Rocky Mountain Region funds will be forwarded to the incoming Region Commander within 30 days of the change of command.

5. Forms:

a. **General Operating Account.** The accounting forms and/or electronic procedures prescribed in CAPR 173-2 represents the minimum acceptable standard for maintenance of the region accounting records. These procedures will be used unless the scope of region financial operations require a more extensive bookkeeping system (IAW CAP regulation, approval from National Headquarters is required before a more comprehensive accounting system can be employed). No accounting method less than that described in CAPR 173-2, "Financial Procedures for CAP Regions and Wings", is authorized.

b. **Rocky Mountain Region Financial Forms.** The following forms were implemented within the Rocky Mountain Region to support Rocky Mountain Region financial operations.

(1) **RMR Form 173, Activities Finance Record (Figure 1-5).** To be used to record receipts and expenditures during a Rocky Mountain Region activity. The applicable Activity Director will provide the Activity Finance Officer with a copy of the activity financial record for his/her guidance. If a computer is used by the Activity Finance Officer, a Microsoft Excel version of RMR Form 173/173a is available for use. During the activity, the Activity Finance Officer will record all financial activity on the RMR Form 173 and total the receipts and expenditures at the end of the activity. The Activity Finance Officer will reconcile his/her report to the checkbook.

(2) **RMR Form 173a, Activities Finance Report (Figure 6).** The Activities Finance Report will be completed for inclusion in the director's final report to the Region Commander. If the Microsoft Excel program is not used, the Activity Director is responsible for verifying the totals from the Activity Financial Record RMR Form 173 and ensure that correct balances are entered in the appropriate blocks.

(3) **RMR Form 174, Request For Reimbursement (Other than USAF Authorized Missions) (Figure 7).** This form is used to submit reimbursement requests. Only expenditures in support of region activities are reimbursable. If the expenditure does not fall in the category of normal expenditure for the requestor's position, justification is required in the justification section on the form. Failure to submit justification may result in delayed or denied reimbursement.

(4) **RMR Form 174a, Request For Expenditure (RFE) (Figure 8).** This form is used to request early funding for materials, activities, or equipment where the member is unable or unwilling to fund the expenditure. For Example: If the Director of Logistics finds the need to procure additional radio equipment that falls into the \$250.00 maximum category, requiring finance committee approval, an RMR Form 174a is required. The requester will complete the RMR Form 174a after researching for the best price and vendor for the requested item. The Director of Finance will determine whether the request requires finance committee approval. If approval is needed, the Director of Finance will inform the requester of any delay. If the finance committee approval is not required, the Director of Finance will provide the requester with a check made out to the vendor in the amount requested.

(5) **RMR Form 77, Vehicle Billing Form (Figure 9).** This form is used to bill for use of the region vehicle. This procedure, initiated by Colorado Wing, is designed to fund non-reimbursable, by national, vehicle expenses such as lube and oil changes and vehicle washes. Since the vehicle is used by wing and national activities, the same procedure has been initiated by Region. At the end of each month, the vehicle crew chief, after reporting time and odometer reading to national, will determine which line item on the RMR Form 73, "Cap Vehicle Inspection Guide and Justification", will require reimbursement. An RMR Form 77 will then be initiated, in two copies, with the original forwarded to the applicable wing, individual, or national headquarters. The 2nd copy will be forwarded to the Director of Finance for entry as an account receivable.

6. Activity Checking Accounts. The applicable DCS, DCS/Professional Development for the region senior activities, or the DCS/Cadet Programs for the region cadet activities, will maintain the checkbook for their activities. All expenditures will be made by check. If a petty cash account is authorized a check will be written to the Petty Cash Custodian for the initial Amount. The following procedure is applicable to both activity accounts:

- a. The DCS will assign an Activity Director who will assign an Activity Finance Officer prior to any activity.
- b. The DCS or Activity Director will provide the assigned Activity Finance Officer with training on the use of the RMR Form 173, RMR Form 173a, RMR Form 174, RMR Form 174a, and/or the Microsoft Excel version of RMR 173/173a.

c. For ease in reconciling overlapping activities, the following checkbook procedure will be used for more accurate account reconciliation. Prior to the activity, the DCS will estimate the amount of funds needed to fund the activity. He/she will then provide the director or finance officer with a clean check register and a book of checks. The beginning balance, on the check register, will be the amount determined by the DCS, that is required to fund the activity. If needed during the activity, the DCS may authorize additional funds. At the beginning of the activity, the beginning balance, that was entered into the check register, is entered as the beginning balance on the RMR Form 173a.

d. **Entries into the finance record RMR Form 173.** When the first funds are received for the activity, the RMR Form 173/173a, will be initiated by whoever has custody of the checkbook.

(1) The recipient will enter all monies received in the RECEIPTS section of the RMR Form 173. It is not necessary to make one entry for each receipt. More than one name may be entered on a line. A written receipt will be issued in the name of the member, for all monies received. The receipt may be given to the member during the formal registration at the activity if requested. All funds received will be deposited in the applicable bank account. The deposit will include all funds received since the previous deposit, and one line of the receipts record, will be used to annotate the deposit on the RMR Form 173 receipts record (See Figure 1). All funds will be deposited intact. **Under no circumstances will cash be deducted from the deposit.**

(2) If a petty cash account is authorized for the activity, all expenditures will be supported by a receipt. Reimbursement to staff members, who expend their own funds, will be supported by an RMR Form 174 with attached receipts. The expenditures will be entered in the EXPENDITURES section of the RMR Form 173.

e. The Activity Director is responsible for the financial management of the activity. He/she should monitor the financial record, throughout the activity, to ensure accurate accounting in accordance with this plan.

f. At the completion of the activity the Activity Finance Officer will total all columns on the RMR Form 173, and complete the RMR Form 173a. Or, he/she provide a hard copy of the Microsoft Excel version of RMR Form 173/173a, if used. The record/report and the checkbook are then returned to the Activity Director.

g. The Activity Director will review the activity financial record and reconcile the checkbook before returning it to the DCS.

h. The DCS will report any discrepancies, between the beginning balance, the activity record, and the ending balance in the checkbook to the Director of Finance, in writing. Any discrepancy will be noted in the activity final report.

i. If the Microsoft Excel version of RMR Form 173/173a is used during the activity, periodic backups of the data files will be accomplished to ensure responsible archiving of records and preservation of data integrity. It is recommended that the data be saved daily to a floppy disk.

7. Region Funded Travel Expenses. Travel expenses will be handled on a case by case basis.

a. **When representing the commander.** When attendance is directed, by the commander, to participate in an activity as his/her representative, reimbursement for transportation and lodging is authorized. Meals, except for banquet costs, will not be reimbursed.

b. **When Directed by the commander.** There will be occasions when the region commander will require a staff member to travel to accomplish a special action, i.e. Investigations, Inspections etc. Reimbursement for transportation and lodging is authorized. Meals will not be reimbursed.

c. **Attendance at an activity.** When a staff member is directed, by the commander, to participate in an activity, reimbursement for transportation and lodging is authorized. Meals will not be reimbursed.

d. **Non-Staff participation in an activity.** When attending an activity in the roll of CAP member rather than as a staff member representing the region, transportation and lodging will not be reimbursed. Meals will also not be reimbursed. This includes training activities and conferences. Variations may be authorized by the commander. If a member thinks reimbursement should be authorized, an RMR Form 174 must be forwarded to the region commander for his approval. If approved, the region commander's signature will be placed in the approving authority block and forwarded to the Director of Finance for payment.

8. Reimbursement Procedures. The following are the internal policies and procedures for claiming reimbursable travel expenses for official travel for the Rocky Mountain Region. An RMR Form 174 must be forwarded to the region commander for his/her signature in the approving authority block.

a. **Per Diem and Travel Allowances.**

(1) Travel by commercial mode or privately owned vehicle will be at 12.5 cents or actual costs whichever is the less. Fuel receipts are required for submission, if actual cost method is to be used.

(2) Travel by region vehicles will be at the current rate established by this headquarters (currently 20 cents per mile wet rate). Billing will be at the end of the month.

(3) Hotel/Motel accommodations will be reimbursed at a maximum rate of \$56.00 per night.

b. **Authorized Reimbursable Activities:** Prior approval is required from the Commander, Vice-Commander, or Chief of Staff.

(1) RMR Search and Rescue Competition (actual and planning meetings).

(2) RMR Region Conference planning meetings.

(3) RMR Wing Conferences representing the Region commander. More than 1 person may be authorized attendance.

Note: For planning activities, it is recommended that each member involved, use internet and or fax capabilities as much as possible to minimize costs and to enhance communications. Rather than travel, consider using conference calls as an alternative to internet if internet access is not available.

c. **Non-Reimbursement Activities.**

- (1) Travel is by military airlift/vehicle.
- (2) Travel is by CAP furnished aircraft/vehicle (except PIC fuel reimbursement if authorized by the commander).
- (3) Lodging is in military facilities (only billeting fees will be reimbursed).

9. Management and Funding for Region Vehicle. The Director of Logistics will maintain the region vehicle in accordance with CAPR 77-1.

a. **Vehicle Crew Chief.** The Director of Logistics will assign a vehicle crew chief.. The vehicle crew chief is responsible for the following tasks.

- (1) Normal preventive maintenance.
- (2) Vehicle scheduling.
- (3) Determination of required major maintenance. If major maintenance is required, the vehicle crew chief will notify the Director of Logistics. If the Director of Logistics deems the repair necessary, he/she will task the vehicle crew chief to get an estimate to be submitted to National Headquarters/LG for funding.

b. **Funding Procedures.**

- (1) Any use of region vehicle (other than for maintenance purposes) will be charged to the user at the rate of \$0.20 per mile (wet rate.)
- (2) A credit card will be assigned, for use in the region vehicle, for the purchase of fuel and oil only. Minor maintenance will be performed on a reimbursable basis. Payment of the credit card is the responsibility of the Region Director of Finance.
- (3) The crew chief of the region vehicle will initiate billing of the user on RMR Form 77 (See Figure 9).
 - (a) The crew chief will complete a billing, in two copies, to reflect the charge at \$0.20 per mile. The original will be sent to the user for payment and the copy will be forwarded to the Director of Finance.
 - (b) The billing will reflect that the remittance will be made to the "Headquarters Rocky Mountain Region, P.O. Box 371093, Denver, Colorado 80237-1093".
- (4) When the remittance is received by the Director of Finance he/she will post the transactions to the proper accounts.
 - (a) All use charges will be posted to account 3810.209
 - (b) All fuel, oil, and maintenance expenses will be posted to account 6040.209.

I have reviewed and approve the Financial Plan above as written.

Region Commander

Lynnda C. Robinson
Signature

26 Jan 2002
Date

Committee Member

David L. Burtman 012602
Signature

Date

Committee Member

Robert H. ...
Signature

26 Jan 02
Date

Committee Member

Milton E. ...
Signature

26 Jan 02
Date

Committee Member

John E. ...
Signature

26 Jan 02
Date

PAGE 1

Name of Activity: Rocky Mountain Region Staff College

Inclusive Dates: 07/12/02 - 07/23/02

RECEIPTS RECORD

LINE	DATE	FROM WHOM RECEIVED	AMOUNT RECEIVED	MEMBERSHIP DUES	ATTENDANCE	CDR	FROM NATL HQS	FROM OTHER CAP UNITS	SENIOR ACTIVITIES
1	1-Jul-02	James Doe	45.00		45.00				
2	1-Jul-02	Bill Smith	45.00		45.00				
3	2-Jul-02	Jane Palmer	45.00		45.00				
4	3-Jul-02	Henry Hiden	45.00		45.00				
5		Deposit 07/03/02 \$180.00	0.00						
6	4-Jul-02	Assigned to Petty Cash	0.00						
7			0.00						
8			0.00						
9			0.00						
10			0.00						
11			0.00						
12			0.00						
13			0.00						
14			0.00						
15			0.00						
16			0.00						
17			0.00						
18			0.00						
19			0.00						
20			0.00						
21			0.00						
22			0.00						
23			0.00						
24			0.00						
25			0.00						
26			0.00						
27			0.00						
28			0.00						
29			0.00						
30			0.00						
31			0.00						
32			0.00						
33			0.00						
34			0.00						
35			0.00						
36			0.00						
37			0.00						
TOTAL RECEIPTS			180.00	0.00	180.00	0.00	0.00	0.00	0.00

ACTIVITY FINANCIAL RECORD

RMR FORM 173 NOV 2001

Figure 1. RMR Form 173 "Activity Financial Record Page 1"

Page 2

RECEIPTS RECORD

#	CADET ACTIVITIES	FLIGHT ACTIVITIES	OTHER RECEIPTS	MAINT & SUP SALES	PETTY CASH	DESCRIPTION OF OTHER RECEIPTS
1						
2						
3						
4						
5						
6						
7						
8					\$250.00 Petty Cash	
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						
31						
32						
33						
34						
35						
36						
37						
	0.00	0.00	0.00	0.00	250.00	

RMR FORM 173 NOV 2001

ACTIVITY FINANCIAL RECORD

Figure 2. RMR Form 173 "Activity Financial Record Page 2"

EXPENDITURES RECORD

Page 3

#	DATE	TO THE ORDER OF	CHECK NUMBER	CHECK AMOUNT	OFFICE SUPPLIES	MATERIALS & SUPPLIES	TELEPHONE	POSTAGE & SHIPPING	FACILITIES EXPENSES	
1	7/2/01	Misc Supplies	2001	37.56	25.00	12.56				
2	7/3/01	USPS - Mailing to all attendees	2002	34.00				34.00		
3	7/15/01	Reimbursement to Jane Doe from Petty Cash for misc supplies		67.44	10.25	27.50				
4				0.00						
5				0.00						
6				0.00						
7				0.00						
8				0.00						
9				0.00						
10				0.00						
11				0.00						
12				0.00						
13				0.00						
14				0.00						
15				0.00						
16				0.00						
17				0.00						
18				0.00						
19				0.00						
20				0.00						
21				0.00						
22				0.00						
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24				0.00						
25				0.00						
26				0.00						
27				0.00						
28				0.00						
29				0.00						
30				0.00						
31				0.00						
32				0.00						
33				0.00						
34				0.00						
35				0.00						
36				0.00						
37	TOTAL EXPENDITURES				139.00	35.25	40.06	0.00	34.00	0.00

ACTIVITY FINANCIAL RECORD

RMR FORM 173 NOV 2001

Figure 3. RMR Form 173 "Activity Financial Record Page 3"

Page 4

EXPENDITURES RECORD

#	VEHICLE OPS & MAINTENANCE	PRINTING & PUBLICATIONS	CADET ACTIVITIES	SENIOR ACTIVITIES	AWARDS	BOONETTONE PURCHASES	PAYMENTS TO NATL HQ	PAYMENTS TO OTHER CAP UNITS	PUBLIC RELATIONS & PUBLICITY
1									
2									
3		12.45							
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									
21									
22									
23									
24									
25									
26									
27									
28									
29									
30									
31									
32									
33									
34									
35									
36									
37									
TOTAL	0.00	12.45	0.00	0.00	0.00	0.00	0.00	0.00	0.00

ACTIVITY FINANCIAL RECORD

RMR FORM 173 NOV 2001

Figure 4. RMR Form 173 "Activity Financial Record Page 4"

Page 5

EXPENDITURES RECORD		DESCRIPTION OF MISC EXPENSE
1		
2		
3	17.24	Bottled Water and Ice
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
21		
22		
23		
24		
25		
26		
27		
28		
29		
30		
31		
32		
33		
34		
35		
36		
37		
TOTAL	17.24	

RMR FORM 173 NOV 2001

ACTIVITY FINANCIAL RECORD

Figure 5. RMR Form 173 "Activity Financial Record Page 5"

ROCKY MOUNTAIN REGION - CIVIL AIR PATROL - ACTIVITY FINANCIAL REPORT																																																											
Activity Name: <u>Rocky Mountain Region Staff College</u>	Inclusive Dates: <u>07/12/2002 - 07/23/2002</u>																																																										
Beginning Balance: <u>\$1,500.00</u>																																																											
ADD: RECEIPT	LESS: EXPENSES																																																										
<table style="width: 100%; border-collapse: collapse;"> <tr><td>Membership Dues</td><td style="text-align: right;">\$0.00</td></tr> <tr><td>Attendance</td><td style="text-align: right;">\$160.00</td></tr> <tr><td>DDR</td><td style="text-align: right;">\$0.00</td></tr> <tr><td>From National HQ</td><td style="text-align: right;">\$0.00</td></tr> <tr><td>From Other CAP Units</td><td style="text-align: right;">\$0.00</td></tr> <tr><td>Senior Activities</td><td style="text-align: right;">\$0.00</td></tr> <tr><td>Cadet Activities</td><td style="text-align: right;">\$0.00</td></tr> <tr><td>*Flight Activities</td><td style="text-align: right;">\$0.00</td></tr> <tr><td>Other Receipts</td><td style="text-align: right;">\$0.00</td></tr> <tr><td>Material & Supplies Sales</td><td style="text-align: right;">\$0.00</td></tr> <tr><td>Petty Cash</td><td style="text-align: right;">\$250.00</td></tr> <tr><td>TOTAL RECEIPTS</td><td style="text-align: right;">\$430.00</td></tr> </table>	Membership Dues	\$0.00	Attendance	\$160.00	DDR	\$0.00	From National HQ	\$0.00	From Other CAP Units	\$0.00	Senior Activities	\$0.00	Cadet Activities	\$0.00	*Flight Activities	\$0.00	Other Receipts	\$0.00	Material & Supplies Sales	\$0.00	Petty Cash	\$250.00	TOTAL RECEIPTS	\$430.00	<table style="width: 100%; border-collapse: collapse;"> <tr><td>Office Supplies</td><td style="text-align: right;">35.25</td></tr> <tr><td>Materials and Supplies</td><td style="text-align: right;">40.00</td></tr> <tr><td>Telephone</td><td style="text-align: right;">0.00</td></tr> <tr><td>Postage and Shipping</td><td style="text-align: right;">34.00</td></tr> <tr><td>Facility Expenses</td><td style="text-align: right;">0.00</td></tr> <tr><td>Vehicle Ops and Maint</td><td style="text-align: right;">0.00</td></tr> <tr><td>Printing and Publications</td><td style="text-align: right;">12.45</td></tr> <tr><td>Cadet Activities</td><td style="text-align: right;">0.00</td></tr> <tr><td>Senior Activities</td><td style="text-align: right;">0.00</td></tr> <tr><td>Awards</td><td style="text-align: right;">0.00</td></tr> <tr><td>Bookstore Purchases</td><td style="text-align: right;">0.00</td></tr> <tr><td>Payments to NHQ</td><td style="text-align: right;">0.00</td></tr> <tr><td>Payments to Other CAP Units</td><td style="text-align: right;">0.00</td></tr> <tr><td>Public Relations and Publicity</td><td style="text-align: right;">0.00</td></tr> <tr><td>Misc Expense</td><td style="text-align: right;">17.24</td></tr> <tr><td>TOTAL EXPENSES</td><td style="text-align: right;">136.00</td></tr> </table>	Office Supplies	35.25	Materials and Supplies	40.00	Telephone	0.00	Postage and Shipping	34.00	Facility Expenses	0.00	Vehicle Ops and Maint	0.00	Printing and Publications	12.45	Cadet Activities	0.00	Senior Activities	0.00	Awards	0.00	Bookstore Purchases	0.00	Payments to NHQ	0.00	Payments to Other CAP Units	0.00	Public Relations and Publicity	0.00	Misc Expense	17.24	TOTAL EXPENSES	136.00		
Membership Dues	\$0.00																																																										
Attendance	\$160.00																																																										
DDR	\$0.00																																																										
From National HQ	\$0.00																																																										
From Other CAP Units	\$0.00																																																										
Senior Activities	\$0.00																																																										
Cadet Activities	\$0.00																																																										
*Flight Activities	\$0.00																																																										
Other Receipts	\$0.00																																																										
Material & Supplies Sales	\$0.00																																																										
Petty Cash	\$250.00																																																										
TOTAL RECEIPTS	\$430.00																																																										
Office Supplies	35.25																																																										
Materials and Supplies	40.00																																																										
Telephone	0.00																																																										
Postage and Shipping	34.00																																																										
Facility Expenses	0.00																																																										
Vehicle Ops and Maint	0.00																																																										
Printing and Publications	12.45																																																										
Cadet Activities	0.00																																																										
Senior Activities	0.00																																																										
Awards	0.00																																																										
Bookstore Purchases	0.00																																																										
Payments to NHQ	0.00																																																										
Payments to Other CAP Units	0.00																																																										
Public Relations and Publicity	0.00																																																										
Misc Expense	17.24																																																										
TOTAL EXPENSES	136.00																																																										
Current Checkbook Balance: (Beginning Balance + Receipts - Expenses) <u>\$1,794.00</u>																																																											

If funds are held in a bank, include a photocopy of the first bank statement

Name and Grade of Activity Finance Officer: _____

Submitted by (Project Officer/Activity Director): _____

PC/AD Signature: _____ Date: _____

ACTIVITY FINANCIAL RECORD

RMR FORM 173 NOV 2001

Figure 6. RMR Form 173a "Activity Financial Report"

ROCKY MOUNTAIN REGION REQUEST FOR REIMBURSEMENT (Other than USAF authorized missions)		
TO BE SUBMITTED WITHIN 60 DAYS OF THE DATE THE EXPENSE WAS INCURRED. OLDER REQUESTS REQUIRE SPECIAL APPROVAL OF THE FINANCE COMMITTEE.		
I request reimbursement for the following expenses I incurred while performing Civil Air Patrol duties. These expenses were authorized by appropriate authority and were necessary to carry out the mission of CAP.		
DATE OF EXPENSE	EXPENSES/REMARKS	AMOUNT
TOTAL		
Copies of all receipts or statement of expenses when submitted without receipts are attached. Use space below for justification of special expense. Not required for normal office or postage expense.		
<input type="checkbox"/> Please put check in my box <input type="checkbox"/> Please send check to the following address:		
NAME OF REQUESTER	PHONE	ALTERNATE PHONE
STREET ADDRESS	CITY	STATE ZIP
SIGNATURE OF REQUESTER	DATE SIGNED	
NAME, GRADE, TITLE OF APPROVING AUTHORITY	SIGNATURE	DATE

RMR Form 174 Oct 2000 Previous may be used

Figure 7. RMR Form 174 "Request for Reimbursement"

ROCKY MOUNTAIN REGION REQUEST FOR EXPENDITURE (RFE)	
<div style="border-bottom: 1px solid black; margin: 0 auto; width: 50%;">DATE OF REQUEST</div>	
VENDOR INFORMATION	
<div style="border-bottom: 1px solid black; margin: 0 auto; width: 80%;">VENDOR NAME</div>	<div style="border-bottom: 1px solid black; margin: 0 auto; width: 80%;">MAKE CHECK PAYABLE TO</div>
<div style="border-bottom: 1px solid black; margin: 0 auto; width: 80%;">ADDRESS</div>	<div style="border-bottom: 1px solid black; margin: 0 auto; width: 80%;">AMOUNT</div>
<div style="border-bottom: 1px solid black; margin: 0 auto; width: 80%;">CITY/STATE/ZIP</div>	
PURPOSE OF EXPENDITURE	
<div style="border-bottom: 1px solid black; margin: 0 auto; width: 90%; height: 10px;"></div> <div style="border-bottom: 1px solid black; margin: 0 auto; width: 90%; height: 10px;"></div> <div style="border-bottom: 1px solid black; margin: 0 auto; width: 90%; height: 10px;"></div> <div style="border-bottom: 1px solid black; margin: 0 auto; width: 90%; height: 10px;"></div> <div style="border-bottom: 1px solid black; margin: 0 auto; width: 90%; height: 10px;"></div> <div style="border-bottom: 1px solid black; margin: 0 auto; width: 90%; height: 10px;"></div> <div style="border-bottom: 1px solid black; margin: 0 auto; width: 90%; height: 10px;"></div> <div style="border-bottom: 1px solid black; margin: 0 auto; width: 90%; height: 10px;"></div>	
APPROVAL	
<div style="border-bottom: 1px solid black; margin: 0 auto; width: 80%;">REQUESTED BY</div>	<div style="border-bottom: 1px solid black; margin: 0 auto; width: 80%;">LOCAL APPROVAL</div>
<div style="border-bottom: 1px solid black; margin: 0 auto; width: 80%;">DATE FUNDS WILL BE NEEDED</div>	<div style="border-bottom: 1px solid black; margin: 0 auto; width: 80%;">DATE APPROVED</div>
<p>Submit RFE to Director of Finance for expenditures not less than 20 days before required disbursement. Requests in excess of \$250 require approval by Region Finance Committee.</p>	

RMR Form 174a OCT 2001

Figure 8. RMR Form 174a "Request for Expenditure (RFE)"

ROCKY MOUNTAIN REGION Vehicle Billing Form		
BILLING DATE	_____	
VEHICLE ID	_____	
PURPOSE OF VEHICLE USAGE	_____	
INCLUSIVE DATES OF VEHICLE USAGE	_____	
BILL TO:		
		AMOUNT
MILES DRIVEN: _____	@ \$0.20 PER MILE	TOTAL COST _____
Please remit the amount listed in the Total Cost block within 30 days of billing date listed above.		
_____	_____	_____
VEHICLE CREW CHIEF	SIGNATURE	DATE

RMR Form 77 Jun 01

Copy 1 to vehicle user - Copy 2 to RMR/FM

Tear here and return with remittance

TO

Headquarters, Rocky Mountain Region/FM
P.O. Box 371093
Denver, Colorado 80237-1093

VEHICLE ID _____

BILL TO:

AMOUNT

Amount Due _____ Amount Forwarded _____

Comments:

Figure 9. RMR Form 77 "Vehicle Billing Form"